



*Town of Walpole*  
*Commonwealth of Massachusetts*

Walpole Town Hall  
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Walpole, Ma. 02081  
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Town Administrator  
**James A. Johnson**

Asst. Town Administrator  
**Patrick Shield**

June 7, 2022

## HUMAN RESOURCE ADMINISTRATOR

RECEIVED  
22 JUN - 7 PM 3:29  
TOWN OF WALPOLE  
TOWN CLERK

The Town of Walpole is seeking qualified candidates for full-time Human Resource Administrator position. Position is responsible for the day-to-day operations of the Human Resource Department, performing professional and administrative duties related to employee / retiree benefit program, personnel policies, procedures and collective bargaining agreements, classification and the compensation plan.

Working under the general direction of the Town Administrator and Asst. Town Administrator, the employee plans and carries out the regular work in accordance with standard practices and previous training, with substantial responsibility for determining the sequence and timing of action and substantial independence planning and organizing the work activities, including determining the work methods.

### **Desirable Qualifications:**

The position requires a Bachelor's Degree in Business (preferably in Human Resources) or related field; five to seven years' experience in human resource and insurance benefits administration, or any equivalent combination of education and experience. Knowledge of health, life, dental insurance plans and programs. Working knowledge of Chapter 32B and 150E of the Massachusetts General Laws. Knowledge of application of public records law, HIPAA, collective bargaining statutes and regulations. Considerable knowledge of policies and practices of personnel and human resources administration; thorough knowledge of employee classification, compensation and benefits.

**Annual Salary:** \$75,000+/-, DOQ

Position is open until filled. Submit cover letter, resume, and Town of Walpole employment application via email to Asst. Town Administrator Patrick Shield [pshield@walpole-ma.gov](mailto:pshield@walpole-ma.gov).  
Deadline Friday, June 17<sup>th</sup>, 2022 at 12:00PM.

Complete job description available via Town website:  
<https://www.walpole-ma.gov/personnel/pages/employment-opportunities>

AA/EEO.

The Town of Walpole is an equal opportunity employer. M/F/D/V and does not discriminate based on race, creed, gender, national origin, age, disability, marital or veteran status, sexual preference or any other legally protected status.  
Posted Tuesday, June 7, 2022.